

Budget Officer

10 May 1949

Fiscal Inspector

Purchase of periodicals by Contact [] offices. Reference - undated proposal, attached 25X1

1. This is the report on the request made by Contact Branch for authority to permit their [] offices to purchase unclassified periodicals, newspapers and books out of vouchered petty cash. Specifically, a relaxation of current petty cash restrictions was proposed as the facility for carrying out the request. It was held that material improvements could be gained over the present procurement procedures now administered by the CIA Library and the Services Office.

2. The matter was given careful study and reviewed in coordination with officials of the CIA Library, the Services Office, the Fiscal Branch and the Contact Branch Administrative office. Consideration was given to the needs of [] offices for prompt service as well as the possible effects of relaxing provisions of the petty cash procedure and decentralizing controls over subscriptions.

3. On 27 April 1949 representatives of the above branches met and concurred in a program pointed towards strengthening the present procurement procedure so that (1) satisfactory delivery service would be given Contact [] offices, (2) centralized procurement could be continued and (3) prompt receiving information would be furnished the Fiscal Branch.

4. In view of this agreement and inasmuch as each [] office is now being supplied with a basic library, it appears that the need for relaxing petty cash restrictions is unnecessary because emergency purchase needs are provided for under the existing procedure. 25X1

5. Furthermore, during the past week Contact Headquarters conducted an educational program for their [] officials. Procurement of publications, etc., was covered. 25X1 25X1

6. Pursuant to this latest development, upon recommendation of the undersigned, the Contact Branch Administrative office, [] agreed to withdraw the request for the extension of [] procurement authority. 25X1

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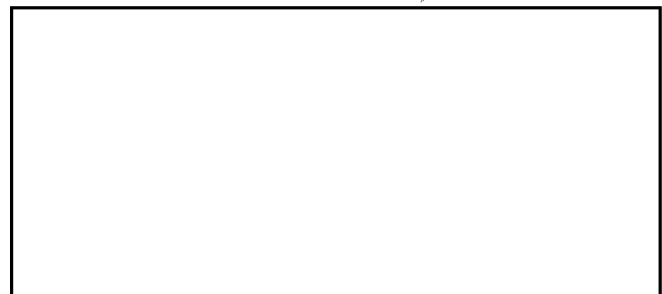
7. The original proposal may now be returned without further action.



25X1

Attachment - orig. proposal

cc: Contact Branch
Services - Supply Branch
Budget - Fiscal Branch ✓
OOD - Library



25X1

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